

## ALTERNATE TWO SAMPLING WORKSHEET

For procedures on conducting Verification, refer to Part 8 in the *Eligibility Manual for School Meals* which may be downloaded by going to:

<http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/EligibilityManual.pdf>.

This worksheet (or an equivalent form) **must** be completed and kept on file for audit purposes.

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### Complete BOTH Part 1 and Part 2

#### Part 1 - Procedures to be used to select the required number of applications with income information to verify.

Total Number of approved applications (include *both* income and categorical, but NOT a) direct certification letters, b) students listed on the Department of Social Services SNAP Direct Certification list, or c) students that are determined to be homeless or runaway) on file on October 1:

\_\_\_\_\_

X \_\_\_\_\_ .01

= \_\_\_\_\_ or 1,000 applications, whichever is less.

***(Round all Decimals UPWARD)***

From the applications with income information, select applications with reported income within \$100 a month (\$1200 a year) of the free and reduced price eligibility levels. Continue selecting applications until the required number of applications is chosen.

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#### Part 2 – Procedures used to select the required number of categorically eligible applications (but NOT direct certifications) to verify.

Total Number of categorically eligible applications on file on October 1:

\_\_\_\_\_

X \_\_\_\_\_ .005

= \_\_\_\_\_ or 500 applications, whichever is less.

***(Round all Decimals UPWARD)***

From the applications with a SNAP or TFA case number, select applications until the required number of applications is chosen.